

A. KITCHEN	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Automatic fire suppression system to provide adequate protection over cooking units				
Automatic fire suppression system with a manual control located away from cooking units				
BC or K type fire extinguishers with current inspection in kitchen area and near the exit				
Cooking units are equipped with hoods and duct systems that vent outside the building				
Cooking units are equipped with approved filters				
Openings in the duct system and hood filters are clean and in good repair				
Cooking unit areas are free of grease accumulation and are cleaned regularly				
Automatic gas/electrical shutoff when fire suppression system activates				
Documentation stating employees have been properly instructed on use of kitchen equipment				
Kitchen equipment in good repair with safety guards in place				
Emergency procedures with ADA guidelines are clearly posted				
Documentation stating that employees have been instructed to clean up spills				
Heavy items are stored on lower shelves				
Restricted areas are clearly marked				
Globes or light bulbs are equipped with covers to protect food from glass contamination				
Hot water temperature adequate for commercial dishwasher health codes				
Refrigerator doors do not obstruct work area or aisles				

Signature of evaluator: _____ Date: _____

A. KITCHEN (CONTINUED)	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Cleaning chemicals are stored properly and separate from food storage				
First aid kit is adequately stocked and readily accessible				
Documentation stating that employees have been trained in proper sanitation and handwashing techniques				
Properly sanitized personal protective equipment is provided				
Pest population is monitored and controlled				
Floor drains are checked regularly to ensure the water level to prevent noxious gas				
Other				
B. CAFETERIA	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Exits clearly illuminated with exit signs				
Appropriate aisle space between tables to allow for quick exit				
Appropriate seating capacity for size of room				
Documentation that employees have been trained to respond to a student who is choking or experiencing a seizure				
Spills are cleaned immediately				
Other				
C. ADMINISTRATIVE OFFICES	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Readily accessible emergency phone (with numbers labeled)				
Procedures for emergency dismissal plan are clearly posted				
After hours list of contact people clearly posted				
File cabinets and furniture are secure and do not obstruct access				
First aid kit is adequately stocked and readily accessible				
Other				

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D. RESTRICTED AREAS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Chemicals are stored properly (see internal general building safety measures)				
Custodial Closets:				
• Cleaning materials & chemicals properly stored				
• Satisfactory housekeeping				
• Custodial closets are locked				
• Storage materials do not block sprinkler heads				
• Tools are properly and securely stored				
• Material Safety Data Sheets (MSDS) are maintained and readily accessible				
• "Restricted" sign is clearly posted				
Medication Cabinets/Storage:				
• Locked at all times				
• Medications properly stored at proper temperature and inventoried				
• Expiration dates of medications inspected regularly				
• First aid kit is adequately stocked and readily accessible				
• "Restricted" sign is clearly posted				
Boiler Room/Mechanical Room:				
• Room is not used for storage				
• Room is free of soot and clutter				
• Heating plant is in good repair				
• Stackpipe from the heating plant to the chimney securely supported, in good condition, and tightly fitted to the heating plant and chimney				
• Electrical boxes have covers				
• 5ABC fire extinguisher located in a readily accessible location				
• Boiler room/mechanical room is locked				
• Electrical breaker boxes are clearly marked				
• "Restricted" sign is clearly posted				
• Room temperature is maintained				
• Furnace/boiler room is free of surface water				

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D. RESTRICTED AREAS (CONTINUED)	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Labs (after hours):				
• Lab doors are locked				
• "Restricted" sign is clearly posted				
Other				
E. RESTROOMS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Appropriate lighting				
Satisfactory housekeeping				
Hot water temperature is regulated				
Pipes are adequately wrapped to prevent burns				
Fixtures and sinks are in good condition				
All fixtures and stalls are easily accessed and exited; restrooms meet ADA accessibility requirements, especially in regard to entrance and exit				
Stalls and locks on stalls are in good repair				
Electrical receptacles are located in close proximity to sinks, wet areas, pipes, or other grounded equipment protected by ground fault circuit interrupters (GFCI)				
Liquid soap and paper towels (or hand dryer) are provided				
Overflows/floods are attended to immediately				
Wet floor signs are displayed when necessary				
Other				

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